



City of Milwaukee  
Office of Small Business Development

**Small Business Enterprise  
Addendum Application**

City of Milwaukee  
Department of Administration  
Business Operations Division  
Office of Small Business Development

Phone: (414) 286-5553  
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**[www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd)**

*Last Updated: February 21, 2013*



**Business Operations Division**  
Office of Small Business Development

Tom Barrett  
*Mayor*

Rhonda U. Kelsey  
*City Purchasing Director*

Nikki Purvis  
*Manager*

Dear Applicant:

Thank you for requesting an **Addendum** Certification Packet for the Office of Small Business Development (OSBD) Small Business Enterprise (SBE) certification.

Enclosed in the Addendum Certification Packet are the following items:

- ✓ Application Instructions
- ✓ Document Checklist for OSBD Addendum Certification
- ✓ Office of Small Business Development Addendum Application

In order to expedite the processing of your application; please ensure that the following steps are completed before submitting your application:

**Step 1** Read and complete **all** material enclosed.

**Step 2** Mail or deliver completed application, and "Document Checklist" with required documents to:

**Department of Administration – Office of Small Business Development**  
**City Hall, Room 606**  
**200 East Wells Street**  
**Milwaukee Wisconsin 53202**

If you have any questions or concerns regarding the Office of Small Business Development or the certification process, please do not hesitate to contact our office, at (414) 286-5553.

Thank you for your interest in the Office of Small Business Development.

## **APPLICATION INSTRUCTIONS**

To apply for Addendum Certification as a Small Business Enterprise (SBE) with the City of Milwaukee Office of Small Business Development (OSBD), complete the entire application, pages 1 through 6.

- Step 1: Read and complete all questions. Rather than leaving any question blank, please write "N/A" (Not Applicable). Please type or print responses.
- Step 2: Provide specific and required documents pertinent to your business. Please see "Document Checklist for OSBD Addendum Certification".
- Step 3: Retain a copy of the completed application with all documentation submitted to the City of Milwaukee, Department of Administration (DOA) – Office of Small Business Development.
- Step 4: Mail or deliver completed application, "Document Checklist" and documents to the office of the DOA – Office of Small Business Development.

### **Processing Time**

If the application is properly completed and all supporting documents have been submitted, the processing time may be completed within 45 days. Applications are processed by date of receipt on a first-in, first-out basis. Applications that do not bear the signature of the owner(s), will not be accepted.

### **Notification of Changes**

For certification purposes, the organization structure of a potential SBE is viewed as it existed on the date that the applicant signed the affidavit. Deliberate omissions can be considered as sufficient grounds for not certifying a firm. False or untrue statements under oath are subject to local, state and federal laws. If there are any changes, you must provide written notice to the OSBD office within fifteen (15) days of the change. You may be required to complete a new certification application. **Failure to properly comply with this requirement and/ or fully cooperate and/or communicate with the OSBD Office on any OSBD related matter or program (Revolving Loan and/or Performance Bond program) may lead to a loss of certification.**

### **Bid Awards and/or Contracts**

The office of the DOA – Office of Small Business Development does not guarantee any bid awards and/or contracts after the certification process has been completed and a company is certified.

## **DOCUMENT CHECKLIST FOR Office of Small Business Development SBE ADDENDUM CERTIFICATION**

All businesses applying for Office of Small Business Development (OSBD) Addendum Certification must submit the following documents. The information requested **should only pertain to the expanded area of your business entity**. To ensure that you have enclosed all requested documents, place a [X] by the document submitted, or mark N/A by those documents that do not apply to your business.

### **ALL BUSINESSES**

- ☐ Resumes of each owner, or additional personnel acquired to assist in this expansion, and/or officer, board member and key management personnel, showing education, and training, places and dates of employment and description of duties and responsibilities.
- ☐ List of all additional capital assets and evidence of ownership of assets acquired to assist in this expansion.
- ☐ Signed agreements for the past 3 - 6 months, including office and equipment leases, authorized distribution agreements, manufacturer's representative agreements, management and technical support service agreements, etc. that support this expansion.
- ☐ Completed signed contracts; invoices from suppliers; billings to customers. (3 samples each) that support this expansion.
- ☐ All form W-2s, W-3 Transmittals, 1099 forms and 1096 Summary Transmittals issued by the company in the past 3 -6 months.
- ☐ Submit a current copy of your payroll register, for all employees in the past 3 months.
- ☐ Copies of all licenses and permits, required to do business to support this expansion.

**FAILURE TO SUBMIT ABOVE DOCUMENTS WILL DELAY THE CERTIFICATION PROCESS.**

CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
SBE ADDENDUM CERTIFICATION APPLICATION

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Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Suite/ Unit #*

\_\_\_\_\_ *City* *State* *Zip*

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Race/ Ethnic Group Identity (*for statistical purposes only*):

- |   |  |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Hispanic American |
| <input type="checkbox"/> Asian American   | <input type="checkbox"/> Caucasian         |
| <input type="checkbox"/> Native American  |  |

Gender (*for statistical purposes only*): ☐ Male ☐ Female

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1. Has the legal structure of your business changed since the last certification?  
Identify or list the additional product services that your business will provide:

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2. Is additional equipment required? ☐ Yes ☐ No

If yes, please list the additional equipment:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_

3. Please identify the requested areas of expansion for your business and the applicable North American Industry Code(s) (NAICS) What experience or knowledge do you have in the above area?

Are additional personnel required to assist in this expansion? If yes, please provide names and titles of those additional personnel?

Is additional office/warehouse space required? ☐ Yes ☐ No

If yes, please the address for the location: \_\_\_\_\_

4. If you provide a product what is your estimated value of inventory? Provide complete inventory listing. Provide complete inventory listing:

TYPE OF ASSETS	DATE OF PURCHASE	LEASED OR OWNED

If yes, please explain to include the new names and percentages:

Are any additional resources utilized to assist in the performance of this expansion?

☐ Yes ☐ No

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## AFFIDAVIT

The City of Milwaukee Office of Small Business Development reserves the right to reject and disqualify any applications that do not meet the requirements for the Small Business Enterprise (SBE) Certification.

Any person, firm or corporation knowingly engaging in fraud, misrepresentation or attempts, direct or indirect, to evade the provisions of this chapter by providing false, misleading or fraudulent information shall, upon conviction, forfeit not less than \$2,000 no more than \$5,000 together with the cost of prosecution (Milwaukee Code of Ordinances, Chapter 370).

The undersigned does solemnly declare and affirm under the penalties of perjury that the foregoing statements and documents are true and correct to include all material information necessary to identify and explain the operation of:

\_\_\_\_\_ as well as the ownership thereof.  
(Company Name)

If there is any change (during the ensuing year) in the information submitted herein, the undersigned would inform the City of Milwaukee Office of Small Business Development within 30 days of such change(s).

I authorize the City of Milwaukee's Office of Small Business Development to verify the accuracy of the statements provided in order to determine whether I meet the standards for SBE certification.

I swear or affirm that all statements are true and correct and include all material information requested.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

in the State of \_\_\_\_\_ and County of \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My commission expires: \_\_\_\_\_ [Notary Seal]]